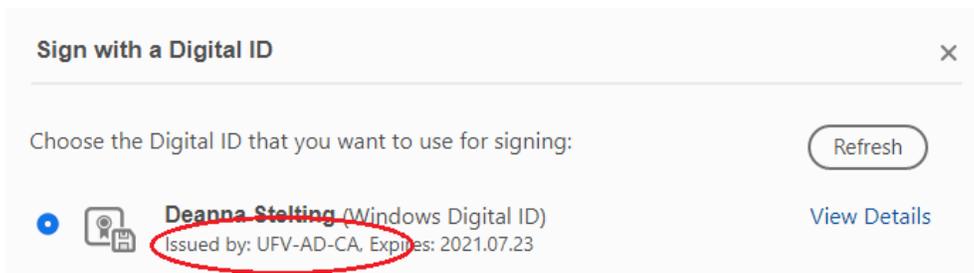


Acceptance of Digital Signatures in Financial Services

In order to accommodate within our current remote work environment Financial Services has been accepting various methods of approval that continue to ensure compliance with internal controls and policies.

The implementation of the UFV certificate-based Digital ID signatures in Adobe Acrobat Pro to facilitate *secure* electronic signing of PDF documents is providing an additional efficient method for approval of numerous Financial Services documents. (<https://www.ufv.ca/OCIO/project-updates/digital-id/signature/>)

In order for Financial Services to accept the Adobe Acrobat Pro Digital ID on documents, it must be the UFV certificate-based Digital ID signature. This is the Adobe Acrobat Pro signature that ITS has created for all UFV staff, accessible through Adobe Acrobat Pro (see below for sample). This signature is only accessible when an employee logs into the network using their own UFV credentials. This built in internal control allows for Financial Services to verify that the digital signature was applied to the document by that employee, not by someone on behalf of the employee. Documents with the appropriate Digital ID(s) applied must be submitted electronically.



Many employees may have created their own Digital ID in Adobe Acrobat Pro. If used, these Digital ID's will not be accepted and the document will be returned and may result in processing delays.

All employees with Adobe Acrobat Pro have access to this UFV certificate-based Digital ID. If you do not have access to Adobe Acrobat Pro, contact the ITS helpdesk. ITServiceDesk@ufv.ca

In addition to acceptance of Digital IDs on specific documents (see below for list), Financial Services continues to accept the following methods of approval:

- Original hard copies of documents with physical signatures submitted by intercampus mail
- Documents physically signed, scanned and submitted electronically
- Electronic signature* submitted on pdf of document
- Document submitted as an email attachment with approval information provided in the body of the email (with above options and addition of digital signature ability this is least preferred option)

*The accepted electronic signature is a jpeg of the employee's actual signature, not the Adobe font signature, and is not as secure as the digital signature.

Financial Service Forms – Digital ID Accepted

Forms available on Financial Services webpage: <https://www.ufv.ca/finance/forms/>

1. Timesheets
2. Expense Claims
3. Account adjustment forms
4. Honorarium form
5. Advance Requisition
6. Cheque Requisition
7. P-Card Application & Agreement

Other

1. Invoices – submitted to AP for payment
2. Scotiabank P-Card Statements

Digital ID Not Accepted

1. Signing Authority Forms - we continue to need to verify samples of actual signatures
2. TD1 forms
3. Contracts and Agreements (contact legal@ufv.ca or procurement@ufv.ca for possible exemptions)

Please contact Financial Services at financial.liaisons@ufv.ca if you have questions or require assistance.

Warmly,

Nicole Adams

Director Financial Services